

# MOWW® | PATRIOTIC EDUCATION PROGRAM AWARD CHECKLIST

*Patriotic Education (PE) Chair & Committee, Region and Chapters*

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## **PATRIOTIC EDUCATION COMMITTEE (PEC)**

- NLT 1 Feb: Review MOWW PEP Award Application Form (10a).
- NLT 1 March: Submit updated form to Chief of Staff for posting in the MOWW Forms List and establishing PEP Award criteria.
- NLT 10 March: Finalize scoring template/rubric for PEP Award Contest with PEC.
- PEP Award Contest and Results
  - NLT 10 March: Email PEP Award Information to Region and Chapter Commanders
  - Before or upon receipt of first Chapter PEP Award submission, set up dual tracking system for receipt of PEP Award applications.
  - NLT 20 May: Designate 3-6 Companions (PEC members preferred) not having a conflict of interest regarding PEP Awards to serve as PEPAA Evaluation Team members as determined by the PEC Chair.
  - NLT 1 June: Receive Chapter PEP Award submissions & copy of Chapter Activity Report by email. Late submissions will not be considered IAW MOWW Policy Manual.
  - NLT 3 June: Distribute PEP award submission content received from chapters and processed for anonymity to PEPAA Evaluation team members, who are designated by the PEC to evaluate the submissions.
  - NLT 13 June: Each PEPAA Evaluation team member submits application evaluation results to the PEC Chair and Vice Chair via e-mail.
  - NLT 15 June: PEC Chair or Vice Chair determines the award recipients and provides the results and ranking to MOWW/DA (Membership) at [membership@moww.org](mailto:membership@moww.org).

## **REGION PATRIOTIC EDUCATION COORDINATORS**

- NLT 1 June, annually: Ensure the regions' chapters, submit their respective chapter's PEP Award submissions and Chapter Activity Report to the PEC Chair and Vice Chair.

## **CHAPTER PATRIOTIC EDUCATION COORDINATORS**

- NLT 1 June, annually, submit chapter's PEP Award submissions and Chapter Activity Report to the PEC Chair and Vice Chair.